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13 MAR 1979

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MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Acting Director of Personnel

SUBJECT: Office of Personnel Report --  
Week Ending 14 March 1979 (U)

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1. New Minority Recruiters: [REDACTED] National Foreign Assessment Center/Office of Central Reference, and [REDACTED] Directorate of Science and Technology/ National Photographic Interpretation Center, will report to OP/Recruitment Division on 19 March and 2 April, respectively, to begin assignments as minority recruiters. [REDACTED] will be on a two-year detail and [REDACTED] will be on a one-year detail. After initial training, both men will commence recruiting efforts on a nation-wide basis. They will be primarily responsible for recruiting professional and technical minority applicants for their parent directorates. Their recruitment efforts will be coordinated with and designed to supplement the minority recruitment efforts of our regional recruiters. (U)

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2. Recruitment Assist: The Deputy Director of Personnel for Recruitment and Placement and the Chief, Recruitment Division/OP met on 13 March with Dr. Norman Feingold, National Director of Career and Counseling Services of B'nai B'rith, to discuss his interest in publicizing career opportunities in the Central Intelligence Agency (CIA). Dr. Feingold was briefed on our recruitment needs and our applicant processing system. He explained that he has national network of 20 counseling centers which distribute information on career opportunities. He expressed some interest in compiling a booklet to highlight opportunities in the CIA and will discuss this with his executive board. B'nai B'rith has compiled such booklets to promote careers in the United States military academies, Peace Corps and VISTA. Dr. Feingold also offered to disseminate our recruitment literature and publicize our needs in their counseling newsletter. (U)

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3. Minority Recruitment: The 5 March issue of the Chronicle of Higher Education reports a sharp drop in enrollment at 102 black colleges. While there has been a 0.5% drop in enrollment at all colleges and universities, the drop at 102 black colleges was 5.8%. This will, of course, make recruiting more difficult. (U)

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4. Senior Executive Seminar:

a. [REDACTED] attended a meeting on 8 March 1979 at the Office of Personnel Management conducted by representatives from NASA on the subject of their newly designed Performance Appraisal System. This system is an excellent model of one approach to the appraisal feature of the Senior Executive Service. (U)

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b. [REDACTED] was accepted by the Office of Personnel Management for their 4 April 1979 Skills Development Training Course on the Senior Executive Service. The training should provide us with valuable insights on a relationship of performance appraisal to major features of the Civil Service Reform Act such as performance awards, merit pay, performance improvement, training and disciplinary actions. (U)

5. Vacancy Notices: The vacancy notice system is booming - for the months of January and February 1979, a total of 135 notices have been published (80 clericals; 55 professional/technical). For the same period in 1977, we published 41 (20 clerical; 21 professional/technical). By way of comparison, the total number published for the entire calendar year 1977 was 263. (U/ALUO)

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6. Hire the Handicapped Program: On 8 and 9 March [REDACTED] of the Staff Personnel Division attended an Employer Training Conference at George Washington University conducted by the District of Columbia Association for Retarded Citizens (DCARC) Vocational Rehabilitation and Employment office. Special emphasis was on understanding mental retardation, techniques used in supervision and problem solving, recruitment, interviewing, etc. Our experience with individuals with this particular handicapping condition has been very limited and this training provided us with a clearer understanding of the concept of employment of retarded citizens. Over the past several years, there has been

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increasing emphasis placed on the employment of the mentally retarded and legislation has been recently enacted to reinforce those goals. (U)

8. Follow-Up Report - Ship Aground - Impact on Household Effects

A previous weekly report indicated that household effects belonging to three Agency employees were aboard the container ship "American Sioux" which is aground on a reef in the South Pacific. We have now received information that 168 of the 175 containers aboard have been removed by a salvage firm. Household effects belonging to two of the three employees were in those containers removed, with the third employee's household effects remaining aboard the ship. The salvage company indicated that the outward appearance of the salvaged containers appears to be sound but that those which remain aboard have suffered some degree of loss or damage. According to the United States Dispatch Agent in Baltimore, the salvaged containers will be inspected and ultimately forwarded to their destination. The information provided does not indicate whether or not the salvage firm will be able to remove the remaining seven containers. (C)

9. Savings Bonds: A meeting of representatives from each Directorate met with the Savings Bonds Coordinator on 8 March. Information regarding the forthcoming Savings Bond Campaign was distributed and the Directorate Representatives were asked to nominate Vice-Chairpersons and Keypersons. The Campaign will be conducted 2 - 27 April 1979. (U)

10. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 14 June 1977 is 70. (U)

11. Rehired Annuitants: See attached report. (C)

COMING EVENTS

(1) APP: We plan to complete the APP. (U)

(2) United States Marine Corps: A team of Marine Corps officers from Quantico, Virginia, will discuss the Role of the United States Marine Corps; Quick Reaction and Strike Force on 19 March 1979 at 0745 hours in the auditorium. (U)

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Att

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EA-D/Pers/ [REDACTED]:kav (15 Mar 79)

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (7 - 13 March 1979) (U)

1. The following rehired civilian annuitant cases were approved as new hires by the Deputy Director for Administration:

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DDSGT



- Contract Employee, OSO, effective 8 March 1979.
- Contract Employee, OSO, effective 26 February 1979. (C)

2. The following rehired civilian annuitant case was approved as a new hire by the Acting Director of Personnel:

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DDO



- Independent Contractor, DCD, effective 9 March 1979. (C)

3. The following rehired civilian annuitant case was approved for extension by the Acting Director of Personnel:

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DDA



- Independent Contractor, OS, one-year extension. (C)

4. The following rehired civilian annuitant case was terminated:

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NFAC



- Independent Contractor, ORPA, terminating 31 March 1979. (U)

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